



GESU
S C H O O L

Gesu School Handbook

I. PHILOSOPHY

We, the faculty and staff of the Gesu School, believe that each student is a gift from God who needs nurturing, love, guidance and devotion. We believe that each child has the ability to learn. We believe that it is our responsibility and purpose to provide unconditional love and a supportive atmosphere in which each child can develop to their fullest potential.

A. EXPECTATIONS OF GESU TEACHERS AND STAFF

1. To pray daily for each child, parent and co-worker.
2. To treat each child, parent and co-worker with respect.
3. To prepare lessons thoroughly, assign homework regularly and return corrected assignments in a timely manner.
4. To implement teaching skills appropriate to the learning style and needs of each child.
5. To maintain regular contact with parents/guardians for positive and negative feedback.
6. To support and attend school activities.
7. To instill in each child a positive self-concept and a desire to learn.
8. To implement the practice of non-violence and cooperation in the classroom.

B. EXPECTATIONS OF GESU PARENTS/GUARDIANS

1. To pray daily for your child, our teachers, staff, and fellow parents. Parents are encouraged to attend school liturgies.
2. To support the Judeo-Christian attitudes, values and goals taught at Gesu through:
 - daily family prayer,
 - regular attendance at Church,
 - observance of school policies and
 - by practicing non-violence in your home and neighborhood.
3. To volunteer time and talents to support the Gesu learning experience, school needs and fundraising activities.
4. To support the educational goals of Gesu by:
 - Checking homework each night.
 - Signing all progress reports and tests.
 - Thoroughly reading the material sent home in the Tuesday folder.
 - Limiting the time allotted to television, video games, online activities, etc.
 - Supervising all online activities every day.
 - Providing proper diet, rest and exercise for each child.
5. To support the discipline policy of the Gesu School.
6. To pay tuition and fees on time.
7. To attend all parent meetings and conferences.
8. To ensure students are on time for school and attend regularly.
9. To submit the required forms in order to be considered for financial assistance.

C. EXPECTATIONS OF GESU STUDENTS

1. To pray daily for themselves, their families, their classmates and the teachers and administrators of the Gesu School.
2. To develop Judeo-Christian attitudes and values and attend Church weekly.
3. To practice non-violence in word and action every day.
4. To seek peer mediation or conflict resolution to settle disagreements.
5. To develop good study skills and to accept responsibility for learning by completing homework and study assignments.
6. To learn to love reading.
7. To believe in his or her own potential for excellence and to encourage one another to achieve according to their own potential.
8. To avoid the use of alcohol, drugs and tobacco.
9. To respect oneself and the rights and property of others.
10. To be on time for school and attend school regularly.

D. NON-DISCRIMINATION POLICY

Gesu School admits students regardless of race, color, creed, ethnic, or national origin who possess the motivation, ability and character which would enable them to succeed in the Gesu School community to the rights, privileges, programs and activities generally accorded or made available to students at Gesu School. Gesu School does not discriminate on the basis of race, color, creed, ethnic, or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

II. EDUCATIONAL STANDARDS AND PROCEDURES

We, at the Gesu School, are committed to educating our students in the skills and attitudes necessary to be successful in life. Our focus is on proficiency in the basic skills necessary for future learning and in the formation of basic Christian attitudes and values.

A. GRADING POLICY

Grades one through three receive the following letter grades:

O = Outstanding = 95 or above	S = Satisfactory = 75 – 83
VG = Very Good = 90 – 94	I = Improvement Needed = 70 – 74
G = Good = 84 - 89	U = Unsatisfactory = 69 or below.

Grades four through eight receive numerical grades. A 70 average is considered a passing grade.

Grades are also assigned for Effort and Behavior.

1 = Emerging	2 = Growing	3 = Achieving	4 = Exceeding
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HONOR ROLL

FIRST HONORS

Grades one through three: VG or above in all subjects and a 3 or above in Effort and Behavior. Three or less latenesses in a trimester.

Grades four through eight: An average of 92 with 85 or above in each major subject. 3 or above in behavior and conduct. 3 or above in Music, Art, PE, Computer and Library. Three or less lateness's in a trimester.

SECOND HONORS

Grades one through three: G in all subjects and a 3 or above in Effort and Behavior. Three or less latenesses in a trimester.

Grades four through eight: An average of 85 with 80 or above in each major subject 3 or above in behavior and conduct. 3 or above in Music, Art, PE, Computer and Library. Three or less latenesses in a trimester.

B. PROMOTION AND RETENTION POLICY

Students with a cumulative numerical average of 70 or above and who have demonstrated mastery of the focus skills appropriate to their grade level will be promoted to the next grade.

Students demonstrating difficulties in mastering focus skills or achieving below 70 in major subjects will not be promoted to the next grade.

Progress reports are sent home to all students in the middle of each trimester.

C. REPORT CARDS

Report cards are issued three times a year. The first report card is issued to the parents at a mandatory parent conference. The first report card must be signed and returned to school within one week. The second and third trimester report cards will be available on FACTS.

Report cards will be withheld and access to FACTS denied if the tuition fees account is not up to date.

D. PARENT TEACHER COMMUNICATION

Communication folders will be sent home each Tuesday. The folders will contain the students' most current test marks, communication flyers from the school office, and the student behavior checklist. **Parents are to sign and return the folder to school on Wednesday mornings. Parents who do not receive a Tuesday folder are asked to call the school office on Wednesday morning.**

The faculty and administration of the Gesu School are available for scheduled meetings with parents. Teachers cannot be interrupted between the hours of 7:45 am and 3:15 pm. Call the school office or send a note to the teacher to schedule a meeting.

All parents/guardians are to set up an email address and share it with Gesu. Changes in phone numbers and e mail address must be immediately given to the front office.

All parent-teacher conferences are to take place in an atmosphere of mutual respect and care for the student. Abusive language or threats have no place at such a meeting. (C.f; Expulsion Policy.)

Meeting with the President of Gesu School: Meetings with the President of Gesu School are by appointment only. No "drop-in" meetings are permitted. Please call Mrs. Christine Burrell at (215) 763-3660 to schedule an appointment.

E. REFERRAL POLICY

The Gesu School offers a variety of educational services including speech therapy, psycho-educational testing, counseling, and peer mediation, etc.

Any student identified by the faculty as being in need of special services must be tested and evaluated, as soon as possible. Parents choosing to use services other than those offered by Gesu must provide the school with verification of service provided.

Gesu School has the right to dismiss a student if their parent/guardian fail to have their child evaluated as requested by the school administration.

F. LATENESS

Students **must be seated in their classrooms ready to begin the day at 8:00 AM.** Those **NOT** in their classrooms ready for work will be marked late on the roll slip.

Grades 3 – 8

10 lateness's in a trimester will result in receiving a 2 on the report card for Personal, Social Growth, and Conduct.

15 or more lateness's in a trimester will result in a suspension from ALL after school activities including sports and GEM. Parent Conference required.

Grades PK- 2

10 lateness's in a trimester will result in a mandatory parent meeting with Administrator and school counsellor.

15 or more lateness's in a trimester will result in a mandatory parent meeting with a Co- Principal and school counsellor.

G. ATTENDANCE

Call (215) 763-3660 and select option 2 to report absences.

Students who have been absent **must** present a note to the teacher from the parent/guardian before being readmitted to school.

Absences of four consecutive days or more require a doctor's certificate for readmission to school.

Medical and dental appointments should be made outside of school hours. No student will be dismissed from class unless a parent or guardian signs them out in the school office. Students must present a written note from their parent for an early dismissal.

PERFECT ATTENDANCE certificates will be awarded only to those students who have never been late or absent.

H. DISMISSAL

Students not participating in an after-school program will be dismissed to Thompson St. or 17th St. Students not picked up within fifteen minutes of the dismissal time (3:00 on Mon., Tues., Thurs., Fri., and 2:00 on Wed. will be sent to the afterschool program. There is a charge for this program.

I. EARLY DISMISSAL

To receive an early dismissal:

1. Send a note to the teacher indicating the reason and time for the dismissal.
2. Students must be accompanied from school by a responsible adult. Individuals may be asked to provide a photo identification and must be listed on the emergency form.
3. **No early dismissals will be permitted between 2:30 and 3:00 PM** on Monday, Tuesday, Thursday, and Friday. No early dismissals will be permitted between 1:30 and 2:00 PM on Wednesdays.
4. Students who leave early will be marked absent for the remainder of the day.

J. HOMEWORK

Homework is generally given daily by teachers of grades one through eight. Grades one and two will receive a weekly homework sheet.

Students should receive ten minutes of homework for each year they are in school, e.g., sixth grade students should receive sixty minutes of homework each night.

Parents are asked to sign homework nightly.

K. MEDICATIONS

All medications are to be kept in the nurse's office. This includes all prescription medications, as well as over the counter medication. The nurse on Co-Principal will administer medicine. All medicine must be in original packaging with **instructions clearly stated and the child's name on the medication package.** Dispensation of medication will be recorded in a medicine logbook. Parents/Guardians are responsible for making sure the medication/prescription has not expired and refills are provided to school on time.

- There is an allergy free table at each lunch period in the cafeteria.

L. SCHOOL PROPERTY

Students are responsible for the textbooks, iPads, and Chromebooks loaned to them for their use. All books **MUST** be covered at all times.

Students are responsible to reimburse the school for any lost or damaged books, furniture, computers, etc.

M. FIELD TRIPS

Day and overnight field trips are part of the educational process. It must be stressed, however, that only those students who, in the administration's sole discretion, have demonstrated good personal conduct during their classes will be permitted to attend.

Proper behavior during the trips is of utmost importance. Parents of students unable to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student.

Each student must present a signed permission slip to attend a field trip. **NO ONE WILL BE PERMITTED ON A FIELD TRIP WITHOUT A SIGNED PERMISSION SLIP.** Children not participating in a class field trip should not report to school on that day.

Adults attending school field trips must present Child Abuse Clearance, Criminal Record Check and FBI fingerprint clearances.

N. SCHOOL CLOSURE OR MODIFICATIONS DUE TO A FORCE MAJEURE EVENT

Should events beyond the control of the School, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), environmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the school's control, occur, the School has the discretion to close the School and/or modify its operations, curriculum, schedules, length of day, length of school year, and/or means of learning and teaching methods. The family's contractual financial obligations for tuition and fees remain in full force and effect. Should the School close, the School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to force majeure event, the School is under no obligation to refund any portion of tuition paid.

O. INSPECTION POLICY

The parents authorize the School to inspect and conduct a search of any place or item on School campus or at a School related event including, but not limited to, a student's locker, purse, book bag, a backpack, vehicle, computer, or personal electronic devices. Students may be required to empty pockets and remove outer layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, e mails, photos, images, address books, etc., whether such message or information was over the school's system or any personal account such as Yahoo, AOL, Gmail, etc.) Further the parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rule, community standards, and/or local, state or federal law.

P. PHOTOS AND IMAGES

Parents agree to allow Student's name, photograph, voice, image and information to be used by the School, and those acting with the School's permission, for use in the School's publications, promotional materials, website and social media accounts, without compensation and without prior notice. Parent agrees to allow Student to be interviewed by the media on campus or at school events. Parents also consent to the recording and distribution of live streaming of Student's voice, image and video in

instruction as may be deemed appropriate in the School's discretion. Parent releases and holds the School harmless from any liability stemming from the use of Student's name photograph, voice, video, image, or information.

If you do not want your student's voices and images recorded during virtual learning, we are relying on parents to take steps with their computer or the spacing of the child to the computer to block their child's image from being recorded. If you do not want your child's voice to be recorded, we ask that you instruct your child not to verbally participate and advise the teacher of such instruction.

Q. PROHIBITION ON SHARING INFORMATION

The School prohibits screenshots, photos, audio/video recordings and distribution of any virtual education educational experiences. This is in order to protect privacy, prevent cyberbullying and reduce distribution of content from virtual educational experiences. Parents/guardians and other household members who normally are not privy to the day-to-day classroom activities agree to respect and keep confidential any personal or private information inadvertently discovered about other students due to virtual education.

R. PARENT/FAMILY COOPERATION

The school believes that a positive and constructive working relationship between the School and family members (defined as parent, student, or another person associated with the student.) If the parent or other family member's behavior, communications, or interactions, on or off campus (including during school sponsored events), is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or disagreement with the School's safety procedures, responsibilities or accomplishment of its education program, the School reserves the right to dismiss the family or family member from the community. The School reserves the right to place restrictions on parents' or other family members' involvement or activity at School, on School property, or at School related events for reasons that the School deems appropriate.

S. SAFE-2-SAY SOMETHING HELP HOTLINE

All members of the School community are able to call the Safe-2-Say Something Helpline confidentially if the or another member of the community are in danger at 1-844-723-2729, or online at www.safe2saypa.org.

T. RIGHT TO INVOLVE GOVERNMENT AGENCIES

The School has a duty to report certain situations to the DHS and/or law enforcement. The School may contact and/or cooperate with law enforcement personnel or other governmental agencies if the School, in its sole discretion, believes it is warranted.

The School may assess disciplinary consequences for student conduct, even if a criminal investigation or other legal action is ongoing.

U. SURVEILLANCE AND MONITORING

The School may conduct monitoring to help ensure employee and student safety and security, including video surveillance of non-private areas to identify safety concerns, maintain security, detect theft and misconduct, and discourage and prevent acts of harassment and violence.

V. RIDEBOOKING SERVICES

Students may not be picked up or dropped off by ride-booking car services such as Uber, Lyft, etc. and other similar car services on or near campus unless accompanied by an adult.

W. BACKPACKS, TOTE BAGS, AND LOCKERS

All students are required to bring a backpack or tote bag large enough to hold all school supplies. All items must be labeled with the student's name. Due to space, no backpacks or totes with wheels are permitted.

X. IMMUNIZATIONS

The School requires that all students be compliant with the PA minimum State Vaccine Requirements. All immunization records and updated records must be presented to the school before the first day of classes.

If an outbreak or suspected outbreak of any vaccine preventable disease occurs in the state of PA, any student who for whatever reason is not immunized may be excluded from school and all school related activities.

Gesu School may require certain vaccinations, including vaccination for COVID-19, in addition to other vaccinations, as a condition of enrollment in school. Gesu School will follow any legally required exceptions to its vaccination requirements.

Y. LUNCH

If student(s) forgets their lunch, NO WORRIES, a hot lunch will be provided for them. Unfortunately, Drop Off Lunches are NOT accepted, NOR delivery orders.

III. TUITION

All tuition and fees will be paid through your FACTS tuition account or by using a deposit slip for PNC Bank. Gesu School does not accept payment of tuition or fees on site.

A. FINANCIAL AID APPLICATION

Financial Aid based on income is available. Parents must complete the full, financial aid application on FACTS to be considered for financial aid. In the case of divorced, separated or never married parents each parent retains the obligation to contribute to the education of his/her own child/ren regardless of whether a legal agreement to do so exists. In this instance, both parents must complete the required financial forms. Grants will be made only after considering the financial resources of both parents.

IV. BEHAVIORAL STANDARDS AND EXPECTATIONS

At Gesu School we recognize the rights and responsibilities of each student. The peer mediation program and discipline policies are based on the following:

A. GESU SCHOOL STUDENT BILL OF RIGHTS

1. I have the right to learn without interference.
2. I have the right to work and play in a safe environment.
3. I have the right to move without interference.
4. I have the right to be touched by another person only when I choose.
5. I have the right to have my work respected.
6. I have the right to get help when it is my turn.
7. I have the right to be listened to when I am speaking.
8. I have the right to express my feelings appropriately and to have my feelings respected.

B. GESU SCHOOL STUDENT BILL OF RESPONSIBILITIES

1. I have the responsibility to allow others to learn.
2. I have the responsibility to work at learning, stay on task and exercise effort.
3. I have the responsibility to do my homework daily.
4. I have the responsibility to care for myself and the environment so as not to endanger others.
5. I have the responsibility to manage my own body so that I do not touch others when they do not want to be touched.
6. I have the responsibility to respect the property of others.
7. I have the responsibility to keep my possessions where they belong.
8. I have the responsibility to respect the work of others.
9. I have the responsibility to take care of my work area.
10. I have the responsibility to listen and respond to others clearly, honestly, and respectfully.

11. I have the responsibility to wait my turn and respect the turn of others.
12. I have the responsibility to ask for help when I need it.
13. I have the responsibility to express my feelings and opinions appropriately.
14. I have the responsibility to respect the feelings and opinions of others.

C. DISCIPLINE POLICIES

The following are general guideline for discipline at Gesu School. Gesu School reserves the right to discipline students for infractions and to discipline students differently at its discretion. Gesu School may report to the appropriate governmental authorities any actions that appear to violate law.

1. CLASSROOM DISCIPLINE

Classroom rules will be carefully explained to the students. Classroom rules are posted in each classroom.

Consequences for breaking the rules will be clearly and consistently enforced in a manner that seeks to change behavior in positive ways.

2. THE FOLLOWING STUDENT BEHAVIOR WILL BE CONSIDERED INAPPROPRIATE AND WILL REQUIRE CORRECTIVE ACTION:

- Disruptive behavior.
- Disrespect for the rights of others.
- Disrespect for an adult, e.g., answering back, having the last word.
- Disrespect for school property.
- Talking and/ or running during a fire drill.
- Running in the school building.
- Throwing things in the classrooms, hallways, cafeteria, etc.
- Profane, obscene, and vulgar language.
- Fighting, verbally or physically, in school or in their school uniform.
- Chewing gum or candy in the school building or on the playground.
- Violating the dress code.
- Failure to report to assigned class or to the office when sent.
- Wandering through the school building without adult supervision.
- Entering or staying in a room without adult supervision.
- Use of cell phones or cameras on school property.
- Inappropriate use of the internet or school computers.

3. ACCEPTABLE CORRECTIVE MEASURES WHICH MAY BE USED:

- Personal interview with the pupil by the teacher.
- Daily behavior sheet – to be signed by parent and teacher.
- Extra meaningful assignment.
- Loss of privileges, e.g., recess, field trips, etc.
- Time after school with prior notification of parents.
- Isolation from the group – being sent to the Dean of Students sent to the Discipline Office from the classroom will receive a disciplinary referral/pink slip. A copy of the disciplinary referral/pink slip will be sent home DAILY. Parents are to sign, and student return the pink slip on the next school day. Failure to return the pink slip signed by parent/guardian will result in detention.
- **SIX pink slips in a trimester will result in a suspension. Forgery of parent signature on a pink slip will result in a suspension. In order to return to school, the following is required:**
 - a) Parent conference with parent, student, teacher and administrator.
 - b) Interventions: Recommended counseling, testing or parenting class.
 - c) Suspension from school. Parents will be notified by phone and in writing.

4. INFRACTIONS WARRANTING IMMEDIATE SUSPENSION

- a) Leaving school property without permission during school/after school hours.
- b) Stealing.
- c) Vandalism, e.g., writing on furniture, walls, bulletin boards, etc.
- d) Fighting in school uniform or fighting on school property.
- e) Blatant disrespect, consistent backtalk.
- f) Bringing pornographic material to school or locating it on the internet.
- g) Failure to report to late detention.
- h) Bullying and/or threatening another student or adult. This includes verbal, physical, and online bullying and threatening (includes cell phones and social media).
- i) Seeking unsuitable web sites on Gesu computers.
- j) Forging parent/guardian signature.
- k) Posting the Gesu School name/image or pictures taken in school on social media.
- l) Hitting another child. If the child does not hit back, only the child hitting will be suspended.
- m) Destruction or damaging any school property, including computers, iPads, bathroom fixtures, school furniture, etc.

Suspension may occur at the discretion of the School Administrators.

TWO SUSPENSIONS: Student is placed on official probation.

THREE SUSPENSIONS: Student is expelled from Gesu School.

The length of the suspension is decided by the Principal in consultation with the Dean of Students.

5. INFRACTIONS WARRANTING IMMEDIATE EXPULSION

- a) Possession of drugs or alcohol.
- b) Possession of weapons or instruments to be used as weapons.
- c) Hitting or pushing a faculty or staff member.
- d) Verbal, written, drawn or physical abuse of a faculty or staff member by a student or parent.
- e) Fighting, resulting in physical harm.
- f) Making arrangements for a fight.
- g) Bullying and/or cyberbullying.
- h) Inappropriate or unethical use of electronic devices.
- i) Sexting

The administration of the Gesu School reserves the right to amend this policy.

If a student is expelled, no tuition will be refunded.

V. DRESS CODE

BOYS – GRADES ONE TO FIVE

Navy dress pants (No Dickies or cargo pants)
No raggedy or torn cuffs.
White golf shirt with Gesu logo
Navy Gesu sweatshirt/hoodie
Navy or white crew socks
BELT – buckled at waist
Regulation School Shoe

GIRLS – GRADES ONE TO FIVE

Plaid uniform jumper -**mid knee length**
White uniform blouse
Navy Gesu sweatshirt/hoodie
Navy or white knee socks or leotards
Regulation School Shoe.

BOYS – GRADES SIX TO EIGHT

Navy dress pants
White Gesu Golf Shirt with Gesu Logo
Belt, Navy or black socks
Gesu Sweater or Hoodie
Regulation School Shoe

GIRLS – GRADES SIX TO EIGHT

Regulation Plaid skirt – Mid-knee length
White Gesu golf shirt with Gesu logo
Navy Gesu Sweatshirt/hoodie
Navy or white socks or leotards.
Regulation School Shoe

Hijab worn out of religious conviction on a daily basis must be navy blue and free of jewelry, etc. The hijab may not cover the Gesu School logo on our uniforms.

All children must have shirttails tucked in and buttons buttoned. All who wear pants **MUST** wear a belt! Undershirts must be navy or white and **NOT** visible outside of the outside of the regulation uniform. Shoes must be tied.

PE UNIFORMS – Mandatory on the day the children have gym.

Gesu t-shirt or Gesu sweatshirt.
Navy sweatpants/shorts in September, May and June.
White or navy crew socks
BLACK SNEAKERS.

CHILDREN PRE-K AND KINDERGARTEN WEAR THEIR PE UNIFORM DAILY.

JEWELRY POLICY: Students are not permitted to wear jewelry to school. Very small stud earrings may be worn by the girls. Earrings must be smaller than a diameter of one centimeter. Boys are **NOT** permitted to wear earrings.

MAKE UP POLICY: Gesu students are not permitted to wear make-up of any type to school. This includes hair coloring, false nails, nail polish, lip gloss, etc

FACIAL HAIR: Gesu students are not permitted to wear facial hair (e.g. moustaches, beards, long sideburns, etc.) to school.

NO FAD HAIRSTYLES ARE PERMITTED AT GESU SCHOOL. The appropriateness of a hair style will be determined by the Principal, Vice Principal, President, or the Dean of Students.

Plain navy-blue headbands are permitted when required to keep hair in place. Hairbands/scarves may not be worn for any other reasons.

Hairbrushes are **NOT** to be brought to school.

NO TATTOOS/ HENNAS ARE PERMITTED AT THE GESU SCHOOL.

CELL PHONES:

Children in grades PK – 3 are NOT permitted to bring cell phones to Gesu School.

ALL cell phones in grades 4 – 8 must be turned in to the teacher in the morning every day. Cell phones will be returned at dismissal time.

All phones must be turned off during the school day. This includes all afterschool programs. Phones ringing or buzzing during the school day on school property will be confiscated until a

parent picks it up in the main office. A second offense will result in the student not being allowed to bring a cell phone to school.

If a student needs to make an emergency phone call during the school day, they are to use the phone in the main office.

NO cameras are permitted in school. Cameras being used during the school day will be confiscated until the last day of school in June. This includes the use of the camera on cell phones.

No Smart watches or Apple watches are permitted to be worn at Gesu School

Gesu is not responsible for lost or stolen phones or cameras.

No electronic devices, e.g. video games, I pads, etc. are to be brought to school.

Money in School: If a child is bringing large amounts of money to school, the money must be turned into the main office in the morning. It will be kept in the school safe and can be picked it up in the main office at dismissal.

Valuables should **never** be left in lockers or in their desks. Gesu is not responsible for lost or stolen items.

VI. COMPUTER AND SYSTEM USAGE POLICY

All persons using the School's computers, iPads, School's computer systems or personal computers on school property or over the school's systems are required to abide by the following rules. This policy applies to the use of any personal electronic devices (computers, cameras, iPhones, iPads, smart watches, smart/cellular phones, video cameras, etc.) on school property or at a school related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the School Administration. Violations may result in the revocation of access privileges and possible disciplinary responses, including expulsion for serious offenses.

The use of the school's systems is a privilege, and not a right. Inappropriate or illegal use of the school's system or of the Internet will result in disciplinary action.

Students should NEVER give out personal information (address, telephone number, name of School, address of school, date of birth, Social Security number, credit card number, etc.) over the internet.

Students should NEVER meet with someone they have contacted online without prior parental approval. Safety is the responsibility of the parent and student. Gesu School is not liable in any way for irresponsible acts on the part of the student.

A. PIRATED SOFTWARE

Pirated software refers to the use and transfer of stolen software. There is no justification for the use of illegally obtained software. Gesu School will not be held responsible for the student's own software brought to school for personal use.

B. NETWORK ACCESS/PASSWORDS

Accessing the accounts or files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the Gesu School webpage is prohibited. Obtaining another's password or rights to another's directory or email on the network is a violation of School rules as well as a form of theft. Using someone else's password or posting a message using another's login name is a form of dishonesty and will be treated as a violation. **Guard your password. You will be responsible for any activity done on the school's system under your password.**

C. GESU SCHOOL'S RIGHT TO INSPECT

Gesu School reserves the right to inspect user directories for inappropriate files, and to remove them if found and to take appropriate action if deemed necessary, including notification of parents. Gesu School reserves the right to inspect any personal electronic devices brought onto campus. Students must provide passwords to inspect the device upon request by a School Administrator.

D. E-MAIL

Students are expected to use their school provided email address for all school-related work and communication. Students are expected to check their email daily.

E. INTERNET ACCESS

Gesu School community – students, faculty, administrators, and staff have the privilege of access to the internet. The School reserves the right to randomly check emails and texts. Emails and texts should follow the normal rules of appropriate public language.

A person who believes that they have been harassed or threatened by an email or text communication should immediately report the concern to a School Administrator,

F. Viruses

The School is not responsible for the transmission of any virus or for damage suffered from a virus.

G. Computer Care

All those using Gesu devices will not abuse, tamper with, or willfully damage our computer equipment, use the computer for other than appropriate schoolwork, or bring food or drink into any computer area. All intentional acts of vandalism will result in the student being held for full replacement cost or repair costs.

H. Reporting Requirement/Discipline

Any student who accesses inappropriate material on the internet, receives harassing, threatening, or inappropriate materials via email, text or on the internet must immediately report the concern to the teacher supervising the class or activity. Students who violate an aspect of the Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer and/or internet privileges.

In order for students to have access to the Internet his/her parents must sign the student access contract.

Parents are responsible for the maintenance of the Chromebook, iPad or any electronic device distributed by the school for student use. The parent must pay the full replacement cost for any damaged or lost electronic device.

I. Social Media

Students may not post to social media while in the Gesu School. Students posting photos, stories, etc. on social media using the Gesu School name or building at any time will receive an immediate suspension.

Teachers and Administrators periodically check social media sights and may determine that off campus behavior violates the school code of conduct by making disparaging or negative comments about the School, Administration, or faculty and staff members in a way that is disruptive to School's educational mission or activities.

Students should not "follow" or be "friends" with any adult member of the Gesu faculty and/or staff.

Postings on social networking or any other internet sites of students engaging in inappropriate behavior, such as drinking, smoking, sexual actions, etc. is prohibited.

Students are NOT permitted to use the Gesu School name, logo or trademark in online activities without the permission of the School Administration. Students are not permitted to create websites or social networking to rate teachers, discuss aspects of the school or otherwise disclose information that Gesu School would find inappropriate or offensive. Students are not permitted to disclose any confidential information of the school, employees, students, parents, or activities online.

What a student publishes online sites should never be attributed to the School and should not appear to be endorsed by or originated from Gesu School.

VII. Bullying and Cyber Bullying

Gesu strives to maintain an educational environment in which bullying and cyber-bullying, in any form, shall be subject to appropriate discipline.

Bullying shall mean an intentional electronic, written, verbal or physical act directed at another member of the school community that:

- a. Occurs in a school setting or while wearing Gesu uniform.
- b. Results in physical, emotional, or mental harm.
- c. Substantially interferes with a student's education.
- d. Creates a threatening environment.
- e. Substantially disrupts the orderly operation of the school.

School setting means in school, on school grounds, in school vehicles, at bus stops, at any activity sponsored, supervised, or sanctioned by the school. It also includes any activities done while wearing the Gesu uniform.

Cyberbullying includes, but is not limited to, the following misuse of technology: harassing, taunting, intimidating, threatening or terrorizing another member of the school community by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings, including social networking sites. All forms of cyberbullying are forbidden at Gesu School. Offenders of this policy will be subject to expulsion.

The administration of the Gesu School reserves the right to amend this policy.

VIII. SAFETY

A. CHILD ABUSE AND COOPERATION WITH GOVERNMENTAL AUTHORITIES

School teachers and other personnel are mandated reporters under the PA Child Abuse Reporting Laws. We take our obligation seriously and if we assess that a situation requires it, we will make a report to child abuse authorities. The report will be made if we reasonably suspect abuse, neglect or abandonment is/are taking place.

B. STUDENT/ADULT INTERACTIONS AND COMMUNICATION

Our student and adults (teachers, administrators, staff, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students.

C. WEAPONS

Firearms, guns, explosives, knives, and other weapons are prohibited on campus, including all buildings, and on streets, sidewalks, parking lot, or other school areas. Guns are prohibited from being in locked vehicles or trunks while parked near the Gesu School. This applies to items resembling a weapon.

D. THREATS

Gesu School takes all threats toward a student, employee, or the school seriously. Students are prohibited from bringing any type of weapon (or item resembling a weapon) to school or school-sponsored events. This policy includes, without limitation, pocket knives, firecrackers, matches, lighters, smoke bombs, stink bombs or any type of explosive device. Any such item will be confiscated and, if appropriate, turned into law enforcement. Any pictorial depictions of weapons, or verbal/written comments, or behavior that the administration determines, at its discretion, appear to be threatening in nature will result in disciplinary consequences.

Threats of violence or acts of violence by a student, employee, parent or other individual may be reported to law enforcement.

E. DRUGS AND ALCOHOL

Students are prohibited from possessing, using, selling, or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances), or possessing drug paraphernalia on or near School property or at School-related activities. "Mind-altering" substances includes any type of substance ingested, snorted, smoked, or inserted into one's body that may impact the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances, over the counter salts, spices, vapors, incense, or other similar items. Off-premises possession, use, sale or purchase of [illegal] mind-altering substances and off-premises alcohol use is also prohibited.

F. TESTING

Students may be required to submit to urinalysis or hair analysis drug screens, blood alcohol tests, breathalyzer tests and/or medical examinations under the following circumstances: (a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at School; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or (d) when a student is placed under disciplinary status and such screenings or examinations are terms of continued enrollment. The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of

these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of our policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify an administrator in the School Office of this fact when they report to School.

G. SELF REPORTING

The School wants to help students who may have difficulties with substance abuse. Therefore, Students who choose to self-report their use of mind-altering substances to guidance or the administration prior to being selected for testing under this policy will not be subject to discipline for the self-report or use as long as the student complies with the terms of the School's guidelines, which will be set forth in a contract with the student and family. The contract will be specific to the individual and may include the following requirements: completing educational programs on substance abuse; completing a rehabilitation program; testing for substance abuse within the School's discretion, and other similar processes.

H. CONSEQUENCES

In addition to determining the appropriate disciplinary action pursuant to the School's Disciplinary Rules, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling or evaluation by a medical professional approved by the administration, including but not limited to requiring a reciprocal release so the School can communicate with the medical professional; therapeutic, medical or rehabilitative intervention by a medical professional or program approved by the administration; removal from all elected or appointed positions of leadership in the School; required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by the School's administration,

I. HEALTH INFORMATION SHARING

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information. The school will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information.

IX. CO-CURRICULAR ACTIVITIES

Gesu School sponsors athletic, music and social programs. All students are invited to participate.

There is a \$25.00 activity fee for all students participating in a Gesu School team sport. The fee must be paid before the first game of the season. Uniforms will be issued after the fee is paid.

Suspension from active participation in Gesu sponsored co-curricular activities will occur when a student receives:

- **2 or more failures in major subjects on a report card and/or a 1 in Behavior and Effort or is serving a suspension.**
- **Excessive lateness**
- **Unpaid tuition/fees.**

Students will be reinstated after consultation with the student, teacher, dean of discipline and moderator.

A. STATIONERY SUPPLIES

Parents are required to pay a stationery fee each year. This fee covers the cost of a homework journal, copybooks, book covers, copier paper, etc.

B. WEATHER-RELATED AND EMERGENCY CLOSING:

Gesu School uses the Option C notification system. Messages will be sent by e mail and by telephone (text).

Please watch the major television networks or listen to KYW Newsradio (1060AM /103.9FM) for weather related closings. Gesu follows decisions made by the Archdiocese of Philadelphia schools.

C. EMERGENCY PROCEDURES:

- **Shelter in Place:** Children and staff will gather in the cafeteria and the multi-purpose room.
- **Lock Down:** When our building is placed on lock down, all children are taken into the nearest classroom. ALL doors are locked. NOONE may enter or leave the building until the “All Clear” is called. Children will remain in classrooms until “All Clear” is called. Parents/guardians, etc. are not to come to the school during a lockdown.

- **Lock IN:** Outside doors remain locked. No one may enter or leave the building until “All Clear” is called. Parents/guardians, etc. are not to come to the school during a lockdown.

D. CHILD CUSTODY ISSUES

It is the responsibility of the biological or adoptive parent to provide the most up-to-date Custodial Agreement to the School Administration. The agreement will be kept in the child’s file in the main office. Specific details regarding communication, transportation, or other issues, will be communicated to appropriate staff to ensure the safety of the students.

E. BIRTHDAY CELEBRATIONS

NO food or drink may be brought to school to celebrate birthdays. Birthdays may be celebrated with simple gift bags or special pencils, etc. for the entire class. Children may wear clothing of their choice on their birthday! (Dress down or up)

Gesu School reserves the right to use student pictures, videos, and interviews, etc. in the following manner: on Gesu School media sites, website, in newsletters, with local/national media, strategic partners, etc. If you want your child excluded from this policy, please send handwritten notification to the Co-Principals by the end of September.

GESU SCHOOL RESERVES THE RIGHT, AT ANY TIME, TO AMEND OR ADD TO THE POLICIES, RULES AND REGULATIONS CONTAINED IN THIS HANDBOOK, AND TO MAKE APPLICABLE CHANGES WHEN THE SITUATION DICTATES.

The education of your child is a partnership between you and the Gesu School. If, in the opinion of the Administration of Gesu School, that partnership is irretrievably broken, the school reserves the right to require you to immediately withdraw your child.

PARENT/STUDENT SIGNATURE PAGE

Gesu School parents and guardians are expected to read, understand, and discuss the handbook carefully. Please sign this form by **September 15, 2024**. Students may not attend classes until this signature form is on file. Gesu School welcomes parents' questions and comments regarding the contents of the handbook.

Parent/Guardian - I have read and understood the handbook and discussed the contents with my child. I, and my child(ren), agree to abide by its contents.

Parent Signature

Student Signature

Date:

